

---

IDAHO STATE BOARD  
OF  
*ACCOUNTANCY*

---



STRATEGIC PLAN  
FISCAL YEARS 2009 - 2013

This document contains the Strategic Plan for the Idaho State Board of Accountancy, a self-governing regulatory board authorized under Chapter 2, Title 54, *Idaho Code*. All costs of operating the Board are paid from fees collected by the Board. The Board consists of seven members, appointed by the Governor, five of whom hold current certified public accountant licenses, one who is either a licensed public accountant or certified public accountant, and one who is a public member not engaged in the practice of accounting. Appointments are for five years.

The Board is charged with the following:

- To protect the public.
- To facilitate the provision of competent professional accounting to the public.
- To adopt and enforce rules of professional ethics and conduct to be observed by certified public accountants and licensed public accountants.
- To determine and review the qualifications of applicants for the Uniform CPA exam and to oversee the administration of this exam.
- To grant CPA certificates to those who have met the legal requirements.
- To annually renew licenses.
- To administer the Continuing Professional Education Program and monitor compliance with this program.
- To register public accounting firms.
- To monitor compliance with the Peer Review Program.
- To initiate or receive complaints, cause them to be investigated, initiate proceedings, conduct administrative hearings, and proceed with disciplinary actions as deemed appropriate.
- To administer other provisions of *Idaho Code* Chapter 2, Title 54.

## **MISSION STATEMENT**

The Board regulates the professional conduct of practitioners of public accountancy through enforcement of statutes and rules regarding qualifications, professional ethics and conduct for all certified public accountants and licensed public accountants who offer services in Idaho or to Idaho clients.

## **VISION**

The Board strives to provide cost effective and efficient services that are relevant to the needs of the public and to monitor the practice of public accounting. Through these services and this monitoring, we enhance the reliability of financial information and the protection of the economic welfare of the citizens of the state.

## **EXTERNAL FACTORS AND CHALLENGES**

National concerns about accounting and auditing practices are paramount to the profession. The Idaho State Board of Accountancy needs to position itself to act effectively to protect the public. The Board actively participates with germane organizations, seeking leadership positions to stay abreast of relevant issues.

The Uniform CPA Examination converted from a paper-based exam to a computer-based exam in April 2004. The Board must continue to educate our exam candidates about the changes, enhance our processes to handle the new approach, and assist in maintaining exam security in the new testing environment.

The practice of public accounting is evolving. With the advent of internet services, websites, virtual offices, and other technology, the practice has electronically expanded across state borders. The Board's licensing and regulatory authority must keep up with the practice.

Natural disasters are a reality in today's world. The Board must develop and continually update business recovery plans and information technology strategies that anticipate potentially disastrous situations and how to handle them, while maintaining confidentiality and continuity in office functions.

## **GOALS**

There are three functional areas addressed in the Board's goals:

Regulation and Oversight

Licensing

Examination

## GOALS

### 1. REGULATION AND OVERSIGHT

To provide effective regulation and oversight of all certified public accountants and licensed public accountants who offer services in Idaho or to Idaho clients whether or not their principle place of business is within the state of Idaho.

#### Objective 1.1

To respond to all valid complaints within 30 days of notification.

#### **Strategies:**

Provide complaint brochures and forms on our web site.  
Follow up on verified complaints within five days.  
Take additional appropriate action within prescribed time frames.  
Work as necessary with other regulatory agencies to carry out enforcement proceedings.

#### **Outcomes:**

The act and rules governing the professional conduct of CPAs and LPAs will be enforced in a timely and effective manner to protect the public and facilitate provision of sufficiently trained and trustworthy public accountants.

#### **Performance Measures:**

Number of inquires regarding complaints.  
Number of valid complaints received.  
Number of verified complaints filed.  
Number of licenses lapsed in lieu of discipline, suspended, or revoked.  
Number of stipulations signed.  
Number of hearings held.  
Time frame for each step in the complaint process.

## GOALS

### 1. REGULATION AND OVERSIGHT (continued)

#### Objective 1.2

To monitor compliance with Continuing Professional Education requirements.

#### **Strategies:**

Desk-audit 100% of CPE Reports for course appropriateness.  
Review all CPE extension documentation for standards compliance.  
Conduct CPE audits of at least 5% of all licensees annually.  
Issue annual license renewal forms to licensees with extensions no later than June 15th.  
Utilize fines and enforcement actions to gain compliance.

#### **Outcome:**

Licensee competence will be enhanced by promotion of continuing education and compliance with standards of practice.

#### **Performance Measures:**

Number of audits conducted.  
Number of licensees who complete the required hours of CPE.  
Number of licensees who did not complete the required CPE.  
Number of licensees who request an extension of time.  
Number of licensees who request an exemption.  
Number of licensees who request lapsed status.  
Number of licensees who request an inactive license.  
Number of licensees who request a retired license.  
Number of licensees that default to board lapsed status because administrative requirements were not met.

## GOALS

1. REGULATION AND OVERSIGHT (continued)

Objective 1.3

To monitor Peer Review compliance via Peer Review Oversight Committee (PROC).

**Strategies:**

Identify firms that are subject to Peer Review.  
Track whether or not firms have completed Peer Review.  
Bring firms that did not complete a Peer Review into compliance.  
Firms with repeat negative findings in Peer Reviews may be referred by PROC to the Investigative Committee.  
Utilize fines and enforcement actions to gain compliance.

**Outcome:**

Firms required to undergo Peer Review will adhere to professional standards.

**Performance Measures:**

Number of firms registered.  
Number of firms that successfully complete a Peer Review.  
Number of firms that did not complete a Peer Review.  
Number of firms with repeat negative findings in Peer Reviews.

## GOALS

### 2. LICENSING

To issue licenses and certificates to those applicants who meet all requirements and conditions.

#### Objective 2.1

To review all applications for licensure and issue certificates and licenses as appropriate.

#### **Strategies:**

Issue annual license renewal notices to licensees no later than May 31<sup>st</sup>.

Review applications and issue licenses within an average of 30 days from the date of receipt.

Review those applications requiring additional information within an average of 60 days from the date of receipt.

Utilize fines and enforcement actions to gain compliance.

#### **Outcome:**

Applicants meet all requirements for licensure.

#### **Performance Measures:**

Number of applications filed.

Number of days elapsed for application processing.

Number of licenses issued.

Number of new licensees.

Number of applicants denied for licensure.

## GOALS

### 3. EXAMINATION

To administer the Uniform Certified Public Accountant Examination in a manner that meets all requirements of the law and national standards, while promoting efficiency and economy.

#### Objective 3.1

To administer the Uniform CPA examination.

##### **Strategies:**

- Process exam applications within 30 days of receipt.
- Provide for the safe-keeping of all exam applications.
- Contract with NASBA to electronically maintain candidate records and scores.
- Oversee the test delivery centers for compliance with requirements.
- Provide timely feedback to National Association of State Boards of Accountancy, American Institute of CPAs and Prometric on exam issues.

##### **Outcome:**

Persons entering the profession as licensed CPAs will have successfully completed the Uniform CPA Examination.

##### **Performance Measures:**

- Number of applications filed.
- Number of Authorizations To Test (ATTs) issued.
- Number of applicants notified within time frames.
- Number of candidates who passed the Uniform CPA Exam.
- Number of candidates who failed the Uniform CPA Exam.